

Bob Holden
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James A. Carder
Director
Division of Accounting

MEMORANDUM

TO: Agency Payroll and Fiscal Officers
FROM: James A. Carder
DATE: March 19, 2002
RE: March Payroll Journal Voucher (JV) Posting

In SAM II the allotments are loaded with 75% of the allotment authority in the 1st quarter and 25% in the 4th quarter. For some agencies, there is not enough allotment authority left in the 1st quarter personal service appropriations to cover the March 29, 2002 payroll. We will not override allotments in SAM II to allow the payroll JVs to post prior to the 4th quarter allotment release.

Please review the available allotment balance for your personal service appropriations to determine if it is sufficient to cover the last March payroll. If it is not, please contact your Budget and Planning analyst and submit allotment (AL) documents to move the allotment authority from the 4th quarter to the 3rd quarter to cover the payroll JVs.

If you have questions concerning your appropriation balance, please call Valerie Heet at 751-4351 or Carol Norman at 751-3184. Thank you for your continued cooperation.

JC:JD:tv/oper/marchpayrolljyprocessing